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CHINESE DOCUMENTARY DRAFTS

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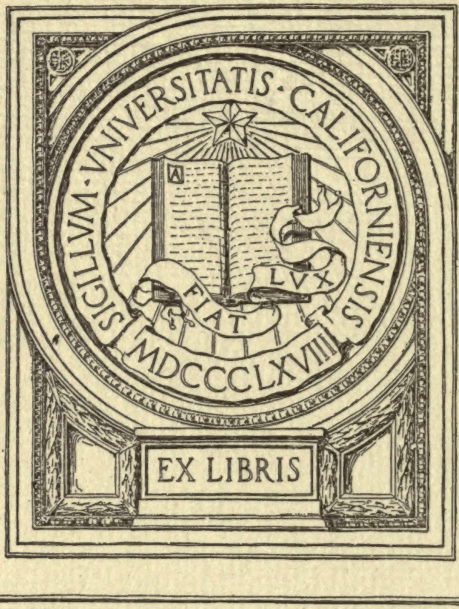

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CHINESE

DOCUMENTARY DRAFTS

Hints for Beginners

BY

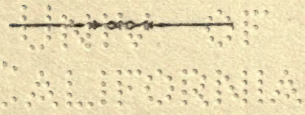
T. A. M. CASTLE

CHINESE CUSTOMS SERVICE

WITH A PREFACE

BY

The Rev. W. A. CORNABY



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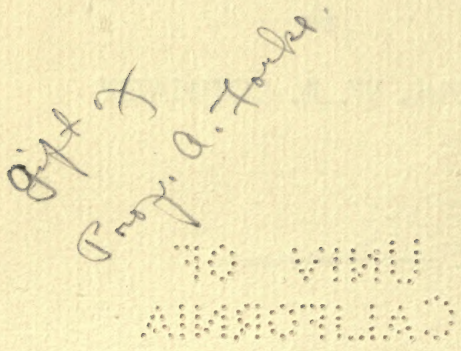

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Dedicated, with respect,

to

F. A. AGLEN, ESQUIRE,

Inspector General

of the

Chinese Customs Service

311912

PREFACE.

"Of making many books there is no end"—in most departments of literature. But not too many books have been made for the relief of the "weariness to the flesh" which "much study" of Chinese entails. And the present volume is likely to be welcomed by those near the start, or perchance panting half-way, in the study of Chinese documents.

In all lands the learning of the language by foreign students includes their learning to read and write that language. And in this land, where our abilities as educated men are so often gauged by our abilities in reading and writing the language, it were well, if only for the credit of the West, that we determine to pass muster, at least in the rudiments of document drafting.

The present volume has distinctive features all its own. It is intended chiefly for use in the Customs Service, but will be useful to many a student outside that honourable body.

W. Arthur Cornaby.

UNIV. OF CALIFORNIA

INTRODUCTION.

The object of this little work is to assist beginners in their study of Documentary Chinese, and to help them to realize that a Chinese despatch or letter is not an insoluble enigma, but simply a plain, straightforward business statement couched in concise and lucid language.

Languages are taught in many ways; the usual methods are two—by memory and by analytical deduction. The first implies a qualification, the absence of which is more common than is generally supposed; while the second needs nothing abnormal, either with regard to memory or brains, but merely patience and a moderate amount of intelligent application.

Many books have been written on the way of learning to read Chinese; all entailing a laborious system of memorising; but none has been published in English—as far as I am aware—directing the student how to write the language, and to compose simple Chinese letters and despatches, which, with no claim to literary excellency, would at the same time be intelligible to the average, educated Chinese.

These "Hints for Beginners" are a modest attempt to fill the gap, which so far has been left empty; and the author hopes that an intelligent study of the contents will aid a beginner in translating English documents into Chinese. Also, that some knotty points, which a teacher cannot explain, or which the student's deficiencies in the spoken language have prevented him from understanding, may be made clear.

Memory was evidently intended by nature to assist man in finding his way amidst the pathless, primeval forests, and to protect him from his enemies, by reminding him that they were enemies. Modern English education has rather counteracted this quality, by developing the pupil's reasoning powers at its expense.

It follows, therefore, that if the student attempts the study of Documentary Chinese on somewhat similar lines to those on which he has studied either his own, or foreign languages, his chances of success are greater than if he essays the routine method of memorising, for which he may not be naturally qualified, and in which direction his previous education may hinder more than help his efforts.

It is most important—when attempting to turn English prose into Chinese—that the English prose should consist of clearly put and well-balanced phrases. Care and attention may permit the student to translate good English prose into intelligible Chinese ; but there is no power on earth which will enable him to render bad English into good Chinese, or indeed any other language.

In translating English documents into Chinese with the aid of a Chinese writer, advanced students have a far greater command over the spoken language, not to mention the written ; and consequently find less difficulty in making their meaning clear to a writer than do beginners.

The beginner must remember that the writer, however willing and intelligent he may be, has a very difficult task before him ; he has first to understand what the student means, and then to render it intelligible—through the agency of his pen—to a third party.

As the student is more or less proficient at colloquial, and as the writer is more or less gifted with patience and sympathy, so does the tide of ' pi fang ' and ' fang fu ' ebb and flow ; while usually the resultant draft contains more of the writer's ideas, than those of the student.

The student, aspiring to write his own Chinese drafts, will find, especially at first, that much time will be consumed and many a setback experienced before success be attained. Such time, however, will not be wasted, but will, on the contrary, pile up its hidden rewards against the moment when the

student will find himself not only able to draft a simple Chinese letter, but also to realize on what lines he has drafted it; not only to read and translate an ordinary Chinese despatch, but to have the power to analyse it sentence by sentence; and to determine, in doing so, the exact purpose the composer had in his mind.

The student will find, on making his own initial attempts at Chinese composition, that the co-operation of his teacher cannot in most cases be looked for. Indeed, it would be unfair to expect it, as a writer drafts despatches in accordance with certain rules of style, etc., which he feels, rather than knows; while the student gropes in the direction of the same goal by means of modified English grammatical rules, which are far beyond his power to explain to his teacher; nor, even if he could do so, would the latter appreciate them.

The Chinese have a proverb :—

讀古文曉得作時文

"By studying old documents one learns to write new ones."

The beginner will find that in his case both the above, and its converse, are equally true. By a study of his own classics he will learn to write prose, which he will find possible to put into intelligible Chinese; and by nearing perfection in this he will acquire greater facility in translating Chinese documents into English.

A good picture needs a good model. To translate pure English into lucid Chinese, the student cannot do better than make a close study of "The Letters of Junius." As English compositions they stand unrivalled, both for clearness of diction and charm of style.

I beg to express my indebtedness for the valuable information which I have acquired from the study of Dr. Hirth's "Notes on the Documentary Style," in conjunction with which it is intended these "Hints" should be read, and desire more particularly to draw the student's attention to the following passage in the preface of Dr. Hirth's work :—

> "I am deeply convinced of the fact that every hour invested in systematic study will, in the long run, save several hours which it will be necessary to spend in routine work, in order to realize by instinct the force of the various grammatical phases of the style."

In conclusion, I desire to record my warmest thanks to Mr. Chun Kü, head Chinese clerk in the Kiukiang Customs, without whose kind and active sympathy this small volume would never have been penned.

HINTS.

A Chinese despatch or letter is built upon a frame work of regularly recurring expressions, which are the same, with slight variations, in most epistolary communications. These phrases, for want of a better name, are here called "Sectional Expressions;" and they will be found marked S.E., in the small glossary at the end of this volume.

"Sectional Expressions" concern mostly the beginning and end of a document; the prologue and epilogue of what lies in between—the message. In addition, however, to being the preamble and conclusion of the communication, they also frequently form a not inconsiderable and important portion of the letter itself.

Some of these Sectional Expressions recur so often in any ordinary despatch on routine business, that their functions are stereotyped; while their meanings are so conventional as rarely to necessitate translation.

Sectional Expressions at the beginning of a letter, refer solely to why the document is sent.

A.

1. As a direct communication.
2. As a reply, and
3. As a transmitted communication from a third party.

1. AS A DIRECT COMMUNICATION.

DESPATCH:—

To a superior.

I have the honour to inform you 申 Shên

To an equal.

I beg to inform you 照會 Chao Hui

LETTER :—

To a superior.

敬 啟 者
I have the honour to inform you Ching Ch'i Chê

To an equal.

逕 啟 者
I beg to inform you Ching Ch'i Chê

2. AS A REPLY.

DESPATCH :—

To a superior.

申 復 奉 鈞
I have the honour to acknowledge the receipt of the Board's despatch, which stated..... Shên Fu Fêng Ch'un
部 劄 開
Pu Cha K'ai

To an equal.

照 復 准
I beg to acknowledge the receipt of your despatch, which stated... Chao Fu Chun X X X
來 文 內 開
Lai Wen Nei K'ai

LETTER :—

To a superior.

敬 復 者
I have the honour to acknowledge the receipt of your letter, which stated..... Ching Fu Chê X X X
來 函 內 開
Lai Han Nei K'ai

To an equal.

逕 復 者
I beg to acknowledge the receipt of your letter, which stated..... Ching Fu Chê X X X
來 函 內 開
Lai Han Nei K'ai

3. AS A TRANSMITTED COMMUNICATION FROM A THIRD PARTY.

DESPATCH :—

To a superior, with reference to another superior.

申 現
I have the honour to inform you that I have (now) received from .....a despatch, which instructs..... Shên Hsien
奉 劄 開
Fêng X X X Cha K'ai

To a superior, with reference to an equal.

I have the honour to inform you that I have (now) received from .....a despatch, which states.....

申 現 准
Shên Hsien Chun
容 開
XXX Tzŭ K'ai

To an equal, with reference to a superior.

I beg to inform you that I have (now) received from.....a despatch, which instructs.....

照 會 現
Chao Hui Hsien
奉 劄 開
Fêng X X X Cha K'ai

To an equal, with reference to another equal.

I beg to inform you that I have (now) received from.....a despatch, which states .....

照 會 現
Chao Hui Hsien
准 容 開
Chun X X X Tzŭ K'ai

LETTER :—

To a superior, with reference to another superior.

I have the honour to inform you that I have (now) received from .....a letter, which instructs.....

敬 啟 者
Ching Ch'i Chê
現 奉
Hsien Fêng X X X
來 函 內 開
Lai Han Nei K'ai

To a superior, with reference to an equal.

I have the honour to inform you that I have (now) received from.....a letter, which states.....

逕 啟 者 現
Ching Ch'i Chê Hsien
准
Chun X X X
函 稱
Han Ch'êng

To an equal, with reference to a superior.

I beg to inform you that I have (now) received from .....a letter, which instructs.....

逕 啟 者 現
Ching Ch'i Chê Hsien
奉 來 函
Fêng X X X Lai Han
內 開
Nei K'ai

To an equal, with reference to another equal.

I beg to inform you that I have (now) received from.....a letter, which states.....	逕啟者 Ching Ch'i Chê 現來函 Hsien Lai Han 稱 Ch'êng

B.

Sectional Expressions in the body of a despatch refer first to the close of any document quoted. Such as :—

Têng Yin 等因

which marks the close of a superior's, or, by courtesy, an equal's, letter or despatch.

Quotation marks, showing the close of brief reference to any matter under discussion, are expressed by :—

I An (一案), and I Shih (一事).

Têng Yin (等因) is immediately followed by Fêng T'zŭ (奉此), when a reference is made to a superior's communication ; and by Chun Tz'ŭ (准此), when an equal is concerned. Both of the latter expressions signify "on receipt of above." Another expression with the same meaning is An Chun Chien Yin (案准前因). Têng Yin (等因) is frequently followed by Ch'a (查), which in this connection means "with regard to" (what follows).

The beginning of the writer's own communication is usually expressed by Tzŭ (茲). This need never be translated ; it merely calls attention to the fact that the real business of the letter is about to commence; arousing the reader's attention, as the Greek chorus aroused that of the jaded Athenian audience. When the writer, in his portion of the letter, refers in his own words to what someone else has written, he frequently starts his epistle by :

Tzŭ Ch'u (茲據); now, having received : or
An Ch'a (案查); whereas, (so-and-so, etc.)

C.

Sectional Expressions at the end of a document are, as far as despatches are concerned, stereotyped to such a degree that they need no translating.

DESPATCH:—

To a superior.

A necessary respectful despatch. 可 也 此 申 K'o Yeh Tz'u Shên

The above respectful despatch. 右 申 呈 Yu Shên Ch'êng

To an equal.

A necessary despatch. 可 也 照 會 K'o Yeh Chao Hui

The above despatch. 右 照 會 Yu Chao Hui

LETTER:—

To superiors and equals.

Requests as to what should be done, when the message is mastered.

To request..... 請 貴 Ching Kuei X X X

To request X X X kindly to 請 貴 X X X 煩 爲 Ching Kuei X X X Fan Wei

NOTE:—*Fan Wei* (煩 爲) following the object (X X X) means 'kindly'; preceding the person addressed, it signifies 'to request'; and takes the place of Ching (請), where Ching (請) follows the object, instead of preceding it. As for instance:

To beg X X X to request Z Z Z to do so-and-so.

煩 爲 X X X 轉 請 Fan Wei X X X Chüan Ching

To request X X X to issue.

請 貴 X X X 核 發 Ching Kuei X X X Ho Fa

To request X X X kindly to settle the matter.

請 貴 X X X 煩 爲 理 Ching Kuei X X X Fan Wei Li

'Please' and 'kindly,' when following the person addressed, are represented by Wei Ho (爲荷) and Shih Ho (是荷).

Stereotyped endings of letters.

Therefore I, as in duty bound, write this (as above).
Hsiang Ying Tz'ŭ Pu. 相應此布

I write specially to inform you.
Yung Tê Pu Wên. 用特布聞

Please look into the matter immediately.
Chi Hsi Ch'a Chao. 卽希查照

I trust that you will find this in order.
Chi Ch'i Ch'a Shou. 卽祈查收

Complimentary ending to every letter.

Wishing you daily happiness.
Tz'u Sung Jih Chih. 此頌日祉

Enclosing my card
Ming Ling Chu. 名另具

The body of a despatch, or letter, itself consists of a series of short, pithy sentences, concise but clear, joined each to the next by conjunctions, either expressed or understood.

A sound knowledge of conjunctions is most useful to a beginner, as an intelligent appreciation of their employment will assist him in dividing a letter into its component parts, without the aid of his teacher. But as the greater number of sentences are linked together more by the context than by any expressed conjunctions, this knowledge may not help the budding student as much as he may look for. These "Hints", however, are concerned with how to write, not with how to read.

In drafting, the use of conjunctions is quite permissible; in fact, the student will find that with them his composition will be more intelligible than without them, when he presents it to his teacher for its final finish and polish. The latter will know whether the balance and rhythm of the period require their retention or rejection.

CONJUNCTIONS.

Besides; in addition to; as well as.

Ch'u...Wai 除...外.

Note that the action taken is placed between Ch'u (除) and Wai (外).

The most commonly used of these parts of speech are, naturally, those representing the word '*and.*'

Yi (亦), Chi (及), Ping (並), and Ch'ieh (且) are the ones ordinarily found. Chi (暨) meaning '*and*', when connecting the names of two officials of equal rank, is an expression particularly to be borne in mind.

Other conjunctions will be found, *inter alia*, in their alphabetical order in the small glossary at the end of this volume.

Having reached the stage that a letter is built between a foundation and a roof of Sectional Expressions, and consists of short sentences connected, visibly or invisibly, one to the other, it now remains to be seen how these short sentences are composed.

Before attempting, however, a close analysis of a short sentence in a Chinese despatch, it is as well to determine what one means by a short sentence in Chinese.

Documentary, as opposed to Colloquial Chinese, is in the same ratio as poetry is to prose in English. To express an idea with the utmost conciseness, without in any degree obscuring its clarity, one has to consult a poet, not an essayist. For example, how would it be possible to set forth so succinctly in prose, the first four lines of Gray's Elegy:—

"The curfew tolls the knell of parting day;
The lowing herd winds slowly o'er the lea;
The ploughman homeward plods his weary way,
And leaves the world to darkness and to me."

Each Chinese despatch, or letter, is in reality a prose poem; not in imagery or conception, but in treatment. Every short sentence is, like one of Gray's lines, complete in itself; and,

though connected both with what precedes and what follows, if it be lifted bodily out of the text and examined by itself, is found to contain an entire and intelligible idea.

Each short sentence consists of, or may contain, the following parts of speech :

Subject.
Predicate.
Object.
One or more Prepositions.
One or more Adverbs.
One or more Pronouns.
An Interrogative and/or an Interjection.
Tenses and Moods affecting the Predicate, which, like all Parts of Speech, in Chinese, is quite void of inflection.
One or more Adjectives.

The Subject.

The Subject, when expressed, usually comes first in a sentence. It it frequently introduced by Yu (由), which immediately precedes it ; and when it is qualified by Possessive and Adverbial Extensions, it follows them.

The Predicate.

The Predicate follows the Subject, the latter being generally understood ; but precedes the Object, though it follows the Indirect Object. When the Object is governed by Chiang (將), the Predicate, as a rule, comes last in a sentence. The order being :—

Subject ; Adverbial extension of Predicate ; "Chiang ;" Object ; Predicate.

Example.

I, the Superintendent, accordingly issued the Hu Chao.

Subject.	Pên Chien Tu 本監督
Adverbial Extension of Predicate.	Yi P'ing 以憑
"Chiang."	將
Object.	Hu Chao 護照
Predicate.	Yeh Ching Fa 業經發

THE OBJECT.

The Object usually comes last in a sentence, unless governed by Chiang (將)—*vide supra.*; when it precedes the Predicate.

PREPOSITIONS.

Some prepositions of place in English become *Postpositions* in Chinese; following the noun they govern, instead of preceding it.

In; Li 裏; Nei 內. *Out;* Wai 外. *Below;* Hsia 下.
Above; Shang 上. *Of*—locative and possessive—Chih 之.
Between; Chih Chien 之間. *Besides;* Chih Wai 之外.

All these are Postpositions.

Examples :—

In the water.	Shui Li 水裏
In the room.	Wu Nei 屋內
On earth (*i.e.*, below Heaven)	Tien Hsia 天下

Other Prepositions of place act as such, *i. e.*, they precede the noun they govern.

At; Tsai 在; Yü 於. *From;* Yu 由.
To; Chih 至; Tao 到.

Examples :—

At Hukow.	Tsai Hu K'ou 在湖口
At Kiukiang.	Yü Hsün 於潯
From Kiukiang.	Yu Hsün 由潯
To Kiukiang.	Chih Hsün 至潯

Frequently Tsai (在) and Yü (於) are used in conjunction with Nei (內), Wai (外), etc.; in this case Tsai and Yü precede the noun governed, while Nei, etc., follow it.

Example :—

Between Canton and Shanghai.

Yü Yüeh Hu Chih Chien. 於粵滬之間.

Other prepositions invariably remain true to their name; always preceding their noun.

Example :—

From Canton to Shanghai.

Yu Yüeh Tao Hu. 由粵到滬.

Prepositions, in a sentence, denoting *from* a place come next to the conjunction—if there be one—and precede the subject and verb.

Example :—

Firewood is exported from Shanghai.

Yu Hu P'i Ch'ai Yün Chu K'ou. 由滬劈柴運出口.

Prepositions, in a sentence, denoting *to* a place follow the Predicate and Object—if there be one.

Examples :—

Is in the Southern Market.

Hsi Tsai Nan Shih. 係在南市.

I am forwarding the reply (to his letter) to Nanking.

Tzŭ Chiang Fu Han Sung Chih Nan Ching.

茲將復函送至南京.

ADVERBS.

These parts of speech invariably precede the verb or adjective which they qualify. There is no distinction between Adverbs and Adjectives ; or what differences there are lie outside the scope of this small volume. *Verbs*, *Adjectives*, *Adverbs* and *Prepositions* assume one another's functions, in what seems the most haphazard and arbitrary manner.

Adverbial Extensions of the *Predicate* invariably precede the Predicate ; coming after the Subject, and immediately in front of the Predicate.

Examples :—

I therefore (or duly) write and request. . .

Ho Chiu Han Ch'ing 合就函請. . .

The Examination office requests *by despatch*. . .

T'iao Ch'a Chu *I* Ch'ing 調查局移. . .

In a similar manner, *Adverbial and Adjectival Extensions* of the *Object* invariably precede the Object.

Example :—

To fill in a Table giving the total (lit. a totally calculated Table).

T'ien Chu *T'ung Chi* Piao. 填註統計.表

PRONOUNS.

Personal Pronouns are used most rarely in Chinese; but when they are used, it is usually in the plural, when Têng (等) is added.

Example :—

We. Wu Jên 吾人.
They. Ch'i Têng 其等; is seldom met with.

The ordinary method of avoiding the use of *I*, *You*, *They*, etc., in a Chinese letter is by referring to the addressee's title—if he has one; or by starting a fresh column with Tsün Ch'u (尊處), which means *Sir*, and is a respectful, but friendly mode of written salutation amongst acquaintances of a somewhat similar social status.

Examples :—

I :—the Superintendent. Pên Chien Tu 本監督.
You:—the Superintendent. Kuei Chien Tu 貴監督.
They:—the Superintendents. Kuei Chien Tu Têng 貴監督等.
You:—Sir. Tsün Ch'u (尊處).

DEMONSTRATIVE PRONOUNS:—

This; Tz'u 此. *That*; Pi 彼.
This man Tz'u Jên 此人. *That bandit.* Pi Ch'iang Tao. 彼强盜.

All; Chieh 皆 follows the noun: while Kô 各 Each, precedes it.

INTERROGATIVES AND INTERJECTIONS.

Interrogatives invariably come first in a sentence. Their use is not very general; but more so than that of *Interjections*, which are hardly ever met with in a business letter.

Example :—

Whether it has paid duty?
Shih Fou Wan Shui. 是否完稅.

TENSES, MOODS AND VOICES.

ACTIVE VOICE.

Indicative Mood.

Present.	Beat	Ta 打
Future.	Shall beat	Chiang Ta 將打
Imperfect.	Was beating	Ts'êng Ta 曾打
Perfect.	Have beaten	Ts'êng Ching Ta 曾經打
Perfect.	Have beaten	Hsien Yi Ta 現已打
Perfect.	Thereupon have beaten	Tang Ching Ta 當經打
Perfect.	Have beaten (more remote)	Hsien Ching Ta 現經打
Pluperfect.	I had beaten	Yeh Yi Ta 業已打

Subjunctive Mood.

Present.	May beat	Huo Chê Ta 或者打
Imperfect.	Might beat	Huo Chê Ta 或者打
Perfect.	May have beaten	Huo Ching Ta 或經打
Pluperfect.	Might have beaten	Huo Ching Ta 或經打

PASSIVE VOICE.

Indicative Mood.

Present.	Am or are beaten	Pei Ta 被打
Imperfect.	Was beaten	Ts'êng Pei Ta 曾被打
Perfect.	Have been beaten	Yeh Ching Pei Ta 業經被打
Pluperfect.	Having been beaten	Chi Ching Pei Ta 既經被打

Subjunctive Mood.

Present.	May be beaten	Huo Chê Pei Ta 或者被打
Imperfect.	Might be beaten	Huo Chê Pei Ta 或者被打
Perfect.	May have been beaten	Huo Ching Pei Ta 或經被打
Pluperfect.	Might have been beaten	Huo Chi Ching Pei Ta 或既經被打

Conditional Mood.

Active Voice.

If I or he may beat — Ju Kuo Ta 如果打

Passive Voice.

If I or he may be beaten — Ju Kuo Pei Ta 如果被打

When a verb in past tense occurs in a sentence in which the time during, or of, the action referred to is expressed, the time comes between the sign of the past and the verb ; though sometimes it precedes the sign of the past. It is more usual, however, to omit the sign of the past in this case ; as the mere mention of the time, at which an action took place, necessitates it having occurred in the past.

Example :—

I have for many years sent letters to Shanghai :

might be expressed by :—

Yeh Ching To Nien Sung Han Chih Hu
業 經 多 年 送 函 至 滬

but would be better Chinese, if put :—

To Nien Sung Han Chih Hu
多 年 送 函 至 滬

it being obvious from the To Nien (多 年) that the verb Sung (送) must be in the past tense.

ADJECTIVES.

Adjectives nearly always precede the noun they qualify ; though to avoid a double adjective, they sometimes appear to follow it. It is difficult, at times, to know whether an adjective is acting as such, or as a Genitive.

Example :—

T'ien Chu (天 主) may mean Heaven-Lord ; or the Lord of Heaven. Heaven in the first case having the force of an adjective, as one sees in English ;—Boy-Poet ; God-mother ; Child-mother ; Cow-herd, etc.

Nouns frequently perform the functions of *Adjectives;* as for example :—

Regarding the first year of Hsüan T'ung
Ch'a Hsüan T'ung Yuan Nien 查宣統元年

Here *Hsüan T'ung*, although a Noun, and in English never anything but a Noun, has the value and force of an Adjective.

The order of the various Parts of Speech in an ordinary Chinese letter may be roughly summarized as follows :—

Subject.	I (the Superintendent)	Pên Chien Tu	本監督
Predicate.	Send	Sung	送
Object.	The Certificate.	Tan	單

Subject.	I (the Superintendent)	Pên Chien Tu	本監督
Adverbial Extension of Predicate.	Constantly	Ch'ang Jih	常日
Predicate.	Send	Sung	送
Adjectival Extension of Object.	Totally calculated	T'ung Chi	統計
Object.	Certificate	Tan	單

Subject.	I (the Superintendent)	Pên Chien Tu	本監督
Predicate.	Send	Sung	送
Adjective.	New	Hsin	新
Object.	Certificate	Tan	單

When from a place.

Preposition.	From	Yu	由
Noun.	Shanghai	Hu	滬
Subject.	I (the Superintendent)	Pên Chien Tu	本監督
Predicate.	Send	Sung	送
Object.	The Certificate	Tan	單

When to a place.

Subject	I (the Superintendent)	Pên Chien Tu	本監督
Predicate.	Send	Sung	送
Object.	The Certificate	Tan	單
Preposition.	To	Chih	至
Noun.	Shanghai	Hu	滬

To find the order in which the various *Parts of Speech* occur in each sentence, one must seek information from well-written Chinese documents; acting on the advice of the proverb: "By studying old documents one learns to write new ones."

Though it is impossible to formulate rules for Chinese synthesis, yet one can ascertain, to a fair extent, how often certain Parts of Speech appear in a certain order; sufficiently so to entail that the drafted composition be intelligible to any non-English speaking Chinese; and this small work has no ambitions beyond that object.

A Chinese letter may be dissected as follows:—

逕啟者案准
調查局移請填註海關員役薪工銀兩統計表等
因准此查宣統元年分本口共支過管理人員華
洋各薪費銀兩若干使用人役華洋各工食銀兩
若干合就函請
貴稅務司煩爲查照分別開摺送道以憑填註此布
順頌
日祉

名另具

Analysis of Chinese Letter:

1st Sentence.

Ching 遞 Ch'i 啟 Chê 者 An 案 Chun. 准 — I beg to inform you that I have received a communication (which states that.) — *A.* "Sectional Expressions."

2nd Sentence.

Tiao 調 Ch'a 查 Chu 局 I 移 Ch'ing. 請 — The Examination Office requests me by despatch.

Order.

Subject.	Examination Office.
Adverbial Extension of Predicate.	By despatch.
Predicate.	Requests
Object.	(me)

3rd Sentence.

T'ien 填 Chu 註 Hai 海 Kuan 關 Yuan 員 Yi 役 Hsin 薪 Kung 工 Yin 銀 Liang 兩 T'ung 統 Chi 計 Piao. 表 — To fill up a Table, showing the total amount of Salaries and Wages of the Customs Indoor and Outdoor Staffs.

Order.

Subject.	(That I)
Predicate.	Should fill up
Adjectival Extension of Object.	Customs Staffs' Salaries
Adjectival Extension of Object.	Totally Calculated
Object.	Table.

4th Sentence.

Têng 等 Yin. 因 — Quotation marks. — *B.* "Sectional Expressions."

5th Sentence.

Chun 准 Tz'u. 此 — On receipt of above. — *B.* "Sectional Expressions."

6th Sentence.

Ch'a 查
Hsüan 宣
T'ung 統
Yuan 元
Nien 年
Fên. 分

With regard to Hsüan T'ung's first year's Quota.

Order.

Predicate.	Regarding
Adjectival Extension of Object.	Hsüan T'ung
Adjectival Extension of Object.	First year
Object.	Quota.

7th Sentence.

Pên 本
K'ou 口
Kung 共
Chih 支
Kuo. 過

This Port's total expenditure.

Order.

Subject.	(I)
Predicate.	(Seek)
Adjectival Extension of Object.	This port's
Object.	Total Expenditure.

8th Sentence.

Kuan 管
Li 理
Jên 人
Yuan 員
Hua 華
Yang 洋
Ko 各
Hsin 薪
Fei 費
Yin 銀
Liang 兩
Jo 若
Kan. 干

The actual amount of the Indoor Staff, Native and Foreign, Salaries, etc.

Order.

Subject.	(I)
Predicate.	(Seek)
Adjectival Extension of Object (double genitive).	Native and Foreign Indoor Staff
Adjectival Extension of Object.	Total salaries, etc.,
Object.	The actual amount.

9th Sentence.

Shih 使
Yung 用
Jên 人
Yi 役
Hua 華
Yang 洋
Ko 各
Kung 工
Shih 食
Yin 銀
Liang 兩
Jo 若
Kan. 干

The actual amount of the Outdoor Staff, Native and Foreign, Wages, etc.

Order.

Subject.	(I)
Predicate.	(Seek)
Adjectival extension of Object (double genitive).	Native and Foreign Outdoor Staff
Adjectival Extension of Object.	Total wages, etc.
Object.	The actual amount.

10th Sentence.

Ho 合
Chiu 就
Han 函
Ch'ing 請
Kuei 貴
Shui 稅
Wu 務
Shih 司
Fan 煩
Wei 爲
Ch'a 查
Chao. 照

I, accordingly, write and request the Commissioner to look into the matter.

Order.

Subject.	(I)
Adverbial extension of Predicate.	Accordingly
Double Predicate.	Write and request
Object.	The Commissioner
Adverbial Extension of Object.	To look into the matter.

11th Sentence.

Fên 分
Pieh 別
K'ai 開
Ch'ê 摺
Sung 送
Tao. 道

To make a Return, separating the two classes, and send it to the Taotai.

Order.

Subject.	(I)
Predicate.	(Request)
Object.	(The Commissioner)
Adjectival Extension of Object.	Separating (the two classes)
Adverbial Extension of Object.	Make a Return and forward it to the Taotai.

12th Sentence.

Yi 以
P'ing T'ien 憑填
Chu. 註 So that he may fill in his Table.

Order.

Subject.	(He)
Adverbial Extension of Predicate.	So that
Predicate.	May fill in
Object.	His Table.

13th, 14th and 15th Sentences.

All *C.* "Sectional Expressions."

Tz'ŭ 此
Pu. 布 This is to inform you.

Shun 順
Sung 頌
Jih 日
Chih. 祉 Wishing you daily happiness.

Ming 名
Ling 另
Chu. 具 Enclosing my card.

Letter ends.

In sentences where direct appeal is made to the addressee to do something ; take some action ; or forward information to a third party ; the order is as follows. Note that nothing is allowed to come between the verb "requesting" and the person requested ; while the action invited follows immediately the name, or title, of the person to whom the appeal is made.

Subject.	(I)		
Predicate.	Request	Ch'ing	請
Object.	The Commissioner	Kuei Shui Wu Ssu	貴稅務司
Indirect Object.	To look into the matter	Ch'a Chao	查照
,, ,,	Investigate	Ho Ming	核明
,, ,,	and, arrange	Pan Li	辦理

It follows, then, if the above combinations, which have been discovered by analysis; or, to put it more modestly, may now be regarded as experimental postulates, are true that, should analysis by replaced by synthesis, one may hope to arrive at some form of Chinese prose, which will, though unpolished, be intelligible to any educated Chinese.

FROM COMMISSIONER TO SUPERINTENDENT.

I beg to inform you that I am in receipt of instructions from the Inspector General to the effect that firewood, if exported from Kiukiang in large quantities, must pay an Export Duty of five per cent, *ad valorem*.

As merchants have exported firewood free for many years, from Kiukiang, I now write to request that you will notify the Chamber of Commerce, so that they may instruct the merchants concerned, and thus avoid any misunderstanding.

Awaiting the favour of your kind reply, I wish you daily happiness.

My card is enclosed.

1st Sentence.

A. "Sectional Expressions."

I beg to inform you that I have (now) received instructions from the Inspector General of Customs.

Ching (逕) Ch'i (啟) Chê (者) Hsien (現) Fêng (奉) Ts'ung (總) Shui (稅) Wu (務) Ssŭ (司) Lai (來) Han (函) Nei (內) Kai (開)

2nd Sentence.

If firewood is exported from Kiukiang in large quantities.

Order.

Conjunction.	If	Ju Kuo	如果
Preposition.	From	Yu	由
Noun.	Kiukiang	Hsün	潯
Subject.	Firewood (split)	P'i Ch'ai	劈柴
Adverbial Extension of Predicate.	Greatly	To	多
Predicate.	Exported	Yün Ch'u K'ou	運出口

3rd Sentence.

It must pay an Export Duty of five per cent, *ad valorem.*

Order.

Subject.	(It)		
Adverbial Extension of Predicate.	Must	Pi Hsü	必須
Predicate.	Pay duty	Wan Shui	完稅
Object.	5%	Mei Pai Chou Wu	每百抽五

4th Sentence.

B. "Sectional Expressions."

Quotation Marks. Têng Yin 等因

5th Sentence.

B. "Sectional Expressions."

On Receipt of above. Fêng Tz'ŭ 奉此

(Note. Fêng (奉) refers to communication from Superior.)

6th Sentence.

As merchants have exported firewood free for many years, from Kiukiang.

Order.

Preposition.	From	Yu	由
Noun.	This port (Kiukiang)	Pên K'ou	本口
Subject.	Merchants	Shang Jên	商人
1st Adverbial Extension of Predicate.	For many years	To Nien	多年
2nd Adverbial Extension of Predicate.	Duty-free	Mien Shui	免稅
Predicate.	Have exported	Yün Ch'u K'ou	運出口
Object.	(Firewood)		

(Note. Time "during which" being mentioned, sign of Perfect is redundant.)

7th Sentence.

I now write to request that you will notify the Chamber of Commerce.

Order.

Subject.	(I)		
Adverbial Extension of Predicate.	Now (therefore, duly)	Ho Chiu	合就
Double Predicate.	Write and request	Han Ch'ing	函請
Object.	You (the Superintendent)	Kuei Chien Tu	貴監督
Indirect Object.	To inform (notify)	Chih Chao	知照
Indirect Object.	Chamber of Commerce	Shang Hui	商會

8th Sentence.

So that they may instruct the merchants concerned.

Order.

Subject.	(They)		
Predicate.	May instruct (transmit instructions)	Chüan Ch'ih	轉飭
Object.	Merchants concerned. (The said merchants)	Kai Shang	該商

9th Sentence.

And thus avoid misunderstanding.

	Order.		
Adverbial Extension of Predicate.	Thus	I	以
Predicate.	Avoid	Mien	免
Object.	Misunderstanding	Wu Hui	誤會

10th Sentence.

Awaiting the favour of your kind reply.

C. "Sectional Expressions."

Chi (即) Hsi (希) Chien (見) Fu (復) Wei (爲) Ho (荷).

11th Sentence.

I wish you daily happiness.

C. "Sectional Expressions."

Ts'ŭ (此) Sung (頌) Jih (日) Chih (祉).

12th Sentence.

My card is enclosed. Ming (名) Ling (另) Chu (具).

C. "Sectional Expressions."

Letter Ends.

CHINESE DRAFT.

逕啟者現奉總稅務司來函
內開如果由潯劈柴多運出
口必須完稅每百抽五等因
奉此由本口商人多年免稅
運出口合就函請
貴監督知照商會轉飭該商以
免誤會即希見復爲荷此頌
日祉

名另具

FROM THE COMMISSIONER TO THE SUPERINTENDENT OF CUSTOMS, KIUKIANG.

SIR,

I beg to inform you that the time-limit, for the Exemption from Duty of materials for the Nan-Hsün Railway, having expired yesterday; in future, in conformity with the Regulations, all materials, both native and foreign, will have to pay Duty before they can be released.

Will the Superintendent kindly take note of the above; and please inform the Railway Manager accordingly.

With compliments; and enclosing my card.

1st Sentence.

I beg to inform you.

A. "Sectional Expressions."

Ching (逕) Ch'i (啟) Chê (者).

2nd Sentence.

That the time-limit, for the Exemption from Duty of materials for the Nan-Hsün Railway, having expired yesterday.

Order.

Possessive Extension of Subject.	Nan-Hsün Railway	Nan Hsün Tieh Lu	南潯鐵路
	Materials of	Ts'ai Liao Chih	材料之
Adjectival Extension of Subject.	Exempting Duty	Mien Shui	免稅
Subject.	Time-limit	Hsien Ch'i	限期
Adverbial Extension of Predicate.	Yesterday	Tsô Jih	昨日
Sign of Past.	Did	Tsêng Ching	曾經
Predicate.	Expire	Wan Man	完滿

3rd Sentence.

In future, in conformity with the Regulations, all materials, both native and foreign, will have to pay Duty.

Order.

Conjunction.	Therefore (*Lit.* In conformity with the Regulations	An Chang	按章
Adjectival Extension of Subject.	All	Ko	各
Adjectival Extension of Subject.	Native and foreign	Hua Yang	華洋
Subject.	Material	Ts'ai Liao	材料
Adverbial Extension of Predicate.	In future	Chiang Lai	將來
Adverbial Extension of Predicate.	Must	Tê Hsü	得須
Predicate.	Pay Duty	Wan Shui	完稅

4th Sentence.

Before they can be released.

Order.

Adverbial Extension of Predicate.	In order to	I P'ing	以憑
Predicate.	Get release	Fang Hsing	放行

5th Sentence.

Will the Superintendent kindly take note of the above.

Order.

Predicate.	I hope	Chi Hsi	卽希
Object.	The Superintendent (you)	Kuei Chien Tu	貴監督
Indirect Object.	Take note of	Ch'a Ming	查明

6th Sentence.

And please inform the Railway Manager accordingly.

Order.

Conjunction.	And	Ping	並
Treble Predicate.	Please transmit instructions	Ch'ing Chüan Ch'ih	請 轉 飭
Adjectival Extension of Object.	Railway	Tieh Lu	鐵路
Object.	Manager	Kuan Li	管理
C. "Sectional Expression."	(Please)	Wei Ho	爲荷

8th, 9th, and 10th Sentences.

All *C.* "Sectional Expressions."

Hoping, please, for a speedy reply.
Chi (即) Hsi (希) Chien (見) Fu (復) Wei (爲) Ho (荷).
With compliments.
Tz'u (此) Sung (頌) Jih (日) Chih (祉).
And enclosing my card.
Ming (名) Ling (另) Chu (具).

CHINESE DRAFT.

巡啟者南潯鐵路材料之免稅
限期昨日曾經完滿按章各華
洋材料將來得須完稅以憑放
行即希
貴監督查明並請轉飭鐵路管
理爲荷此頌
日祉

名另具

FROM THE COMMISSIONER TO THE SUPERINTENDENT OF CUSTOMS, KIUKIANG.

SIR,

I beg to inform you that I have lately heard that the local Brigadier General intends storing Munitions of War in a godown, outside the Foreign Concession, but close to Customs property.

Have you (the Superintendent) been informed of this? If it be true, will you kindly request the Brigadier General to store them in a safe place; so as not to endanger Customs property.

Hoping, please, for a speedy reply; with compliments; and enclosing my card.

1st Sentence.

I beg to inform you.

A. "Sectional Expressions."

Ching (請) Ch'i (啟) Chê (者).

2nd Sentence.

I have recently heard.

	Order.		
Adverbial Extension of Predicate.	Recently	Chin	近
Predicate.	Heard	Wên	聞

3rd Sentence.

That the local Brigadier General intends storing Munitions of War.

	Order.		
Preposition.	At	Tsai	在
Noun.	This port (local)	Pên Kou	本口
Subject.	Brigadier General	Chün Chang	軍長
Double Predicate.	Intends storing	I Chu	欲貯
Object.	Munitions of War	Chün Huo	軍火

4th Sentence.

In a godown outside the Foreign Concession.

Order.

Preposition.	At	Yü	於
Noun.	Foreign Concession	Tsü Chieh	租界
Postposition.	Outside	Wai	外
Noun.	Godown	Huo Chan	貨棧
Possessive	Of	Chih	之
Postposition.	Inside	Nei	內

5th Sentence.

But close to Customs property.

Order.

Conjunction.	But	Wei	惟
Adjective.	Adjoining	Chin	近
Possessive.	Customs	Hsin Kuan	新關
Noun.	Property	Chan Yeh	產業

6th Sentence.

Have you (the Superintendent) been informed of this?

Order.

Subject.	You (the Superintendent)	Kuei Chien Tu	貴 監 督
Interrogative.	?	Shih Fou	是否
Sign of Past.	Have	I	已
Predicate.	Heard	Wên	聞
Object.	(This)	Chih	之

7th Sentence.

If it be true.

Order.

Conjunction.	If	Ju Kuo	如果
Predicate.	Is	Hsi	係
Object.	True (Business)	Shih Shih	實事

8th Sentence.

Will you kindly request the Brigadier General to store them?

Order.

Predicate.	Please	Fan Wei	煩爲
Object.	You (the Superintendent)	Kuei Chien Tu	貴監督
Indirect Object.	Request	Chüan Ch'ing	轉請
,, ,,	The Brigadier General	Chün Chang	軍長
,, ,,	To store	Chü	貯

9th Sentence.

In a safe place.

Order.

Preposition.	In	Tsai	在
Adjective.	Safe	T'ou	妥
Noun.	Place	Ch'ü	處

10th Sentence.

So as not to endanger Customs property.

Order.

Adverbial Extension of Predicate.	In order to	I	以
Double Predicate.	Avoid endangering	Mien Wei	免危
		Hsien	險
Adjectival Extension of Object.	Customs	Hsin Kuan	新關
Object.	Property	Chan Yeh	產業

11th and 12th Sentences.

C. "Sectional Expressions."

With compliments: Tz'ŭ (此) Sung (頌) Jih (日) Chih (祉).
and enclosing my card: Ming (名) Ling (另) Chu (具).

CHINESE DRAFT.

逕啟者近聞在本口
軍長欲貯軍火於租界外貨棧之
內惟近新關產業
貴監督是否已聞之如果係實事
煩爲
貴監督轉請
軍長貯在安處以免危險新關產
業卽希見復爲荷此頌
日祉

名另具

It is hoped that the three preceding translations of English letters into Chinese will help to show the student how to modify each phrase, or "sentence," mentally, so that he may acquire the habit of translating in his head English idiom into another idiom, which may, in its turn, be translated practically *verbatim* into Chinese idiom.

As an example of this, take the following passage from the first Letter of Junius to the Printer of the Public Advertiser.

"The ruin or prosperity of a state depends so much upon the administration of its government, that, to be acquainted with the merits of a ministry, we need only observe the condition of the people. If we see them obedient to the laws, prosperous in their industry, united at home, and respected abroad, we may reasonably presume that their affairs are conducted by men of experience, abilities, and virtue."

Allowing for the requirements of the Chinese literary idiom, we first modify each phrase mentally, somewhat as follows :—

"(A) state's prosperity (or) ruin largely depends on its government—for completion. Wishing to-know those-who-govern's merits ; (we need) only observe the people's condition. If (we see) the people keeping (the) laws, industry prospering, within (the) land united, outside (the) land receive respect, (we) may reasonably-presume-that the people's affairs, by able, virtuous, experienced men-in-office are conducted."

Leaving out the elementary steps, like those shown in the three preceding letters, we may translate verbatim :—

國之盛衰多半藉其政治而成
欲知執政者之功
惟觀其民情
如其民守法律
工業致盛
在邦聯合
在外受敬
可諒其民事
爲有才能賢德老成之人員所辦理

FROM JUNIUS TO THE PRINTER OF THE PUBLIC ADVERTISER.

" .....If, on the contrary, we see an universal spirit of distrust and dissatisfaction, a rapid decay of trade, dissensions in all parts of the empire, and a total loss of respect in the eyes of foreign powers, we may pronounce, without hesitation, that the government of that country is weak,

distracted, and corrupt. The multitude, in all countries, are patient to a certain point. Ill-usage may rouse their indignation, and hurry them into excesses, but the original fault is in government ..... ''

The above, treated in the same manner as the first example from Junius, would read :—

''On-the-contrary, seeing (in the sense of ''if we see'') the people('s) hearts all cherishing doubt and dissatisfaction, trade daily going-to-ruin, realm-within every part wrangling, realm without (a) complete loss-of other nations' high regard (lit. 'heavy regard,' the opposite of 'light regard'), (we) may definitely-pronounce the government (to be) distracted, weak, corrupt. For (in) every realm (the) greater number-of people have patience-to-a (certain)-point. Receiving—beyond this—ill-usage, then roused (is) their indignation, until (they are) hurried-into transgression. But the transgression originally proceeds from (the) government.''

反見其民心皆懷疑忌
貿易日衰
邦內各方分爭
邦外竟失他國重視
可鑒其政治猖狂衰弱腐敗
蓋各國多數之民有可忍耐之地步
受過此之窘迫
則動其忿怒
致擢入於罪過
惟其罪過本出於政府

GLOSSARY.

Ability		nêng kan	能幹
Able, to be		ts'ai nêng	才能
Abo ish, to		ko ch'u	革除
About		yo	約
Above		shang	上
Abrupt		chê	輒
According to		an chao	按照
,,		fang	仿
Accumulate, to		hui	彙
,,		chi chiu	積久
Accurate		chêng shih	正式
Accuse, to		k'ung kao	控告
Acknowledge, to	S.E.	jên chiao	認繳
Acknowledge, to have the honour to	S.E.	ch'êng chun	承准
Acquaint, to		chieh hsia	承接洽
,,		kao chih	告知
Act accordingly, to	S.E.	shih hsing	施行
,, ,,	S.E.	pan li	辦理
Act for, to		tai wei	代爲
Add, to		chia tsêng	加增
,,		t'ien	添
Addition to, in		ch'u wai	除外
Adjoin, to		hsiang ho	相合
Administration of Government		kuo chêng	國政
Advance, to		tien	墊
,, an (pecuniary)		chih chieh	支借
Advantage, an		pei i	裨益
Affairs		shih	事
Afterwards		hou	後
,,		ssŭ hou	嗣後
Again		tsai	再
Agree, to		yün	允
,, with, to	S.E.	t'ai hsia	台洽
All		chu fan	諸凡
,,		i lü	一律
,,		chün	均
,, (each, every)		kô	各

All	chieh	皆
,,	kai	概
Allowance, an	hsü	卹
All parts, everywhere	ssŭ fang	四方
,, ,, ,,	kô ch'u	各處
Already	yeh ching	業經
Also	i	亦
,,	chi	及
Alter, to	kêng k'ai	更改
Although	sui	雖
Altogether	ch'êng tsung	成總
,,	kung chuang	共裝
Always	chieh tê	皆得
,,	ch'ang shih	常時
Amount, the	shu	數
Amount, in full, the	ju shu	如數
Anchor, to	t'ing po	停泊
And	ping	並
,,	chi	及
,,	ch'ieh	且
,, (connecting names of equals)	chi	暨
,, (conjoining dissimilar ideas)	êrh	而
Answer (an equal), to	fu	復
,, (an inferior)	p'i shih	批示
,, is requested (from an equal), an S.E.	chi hsi chien fu	卽希見復
,, is requested (from a superior), an S.E.	wang shih chih	望示知
Appearance, an	hsing	形
Append, to S.E.	ch'ao chan	抄粘
Appoint, to	p'ai ting	派定
Appropriate, to	tung chih	動支
,,	po	撥
Are	hsi	係
Army, an	chün	軍
Arouse, to	hsing	醒
Ask, to	hsün	詢
Aslant	wai hsieh	歪斜
Assemble, to	ch'i chi	齊集
Assent, to	ying yün	應允
Assets	shêng ts'ai	生財
Assist in administering, to	hsiang li	襄理

Assistant, an	pang pan	幫辦
At	tsai	在
,,	yu	由
,, a glance	shun	瞬
,, once	chi k'o	卽刻
,, present	mu hsia	目下
,, ,,	chin shih	今時
,, the same time	i mien	一面
,, ,, ,, ,,	chi shih	卽時
Attain, to	chên tz'ŭ	臻玆
Auspicious	liang ch'ên	良辰
Authorise, to	chun	准
Avoid, to	mien	免
Bag, a	tai	袋
Barrier, a	ch'a	卡
Be, to	hsi	係
Because	yin	因
Before	chien	前
,,	i chien	以前
Beforehand	yü hsien	預先
Beg, to	k'ên	懇
Belong to, to	kuei	歸
,,	hsu	屬
Below	hsia	下
Beneath	hsia	下
Besides	ch'u wai	除外
Bestow, to	yü	予
,,	shang	賞
,,	chia	加
Between	chih chien	之間
Beyond	chih wai	之外
Big	chü	鉅
Book, a	shu chi	書籍
Borrow, to	chieh	借
Break (to shatter), to	sui	碎
,, (to spoil)	p'o lan	破爛
Bridge, a	ch'iao	橋
Broker, a	shih kuei	市儈
Buy, to	kou mai	購買
Bury, to	kuei ts'ang	歸葬
,,	mai ts'ang	埋葬

But	wu ju	無 如
,,	wei	惟
,,	tan	但
By	yu	由
Cabinet, the	kuo wu yüan	國 務 院
Can it or not?	nêng fou	能 否
Cancel, to	chu hsiao	註 銷
Capital	tsŭ pên	資 本
Capital, to lose	p'ei chê	賠 折
Capsize, to	fan	翻
Captain	shou pei	守 備
,,	kuan chia	管 駕
Careful	shên	愼
,,	hsiang hsi	詳 細
,,	yen	研
Cargo-boat	huo ch'uan	貨 船
Cargo-ports	huo ts'ang mên k'ou	貨 艙 門 口
Case	an	案
Cause, to	yu	攸
,, ,,	chih	致
Cemetery, a	chung ti	塚 地
Central Government	(See Government)	
Certificate	p'ing chü	憑 據
,,	wên p'ing	文 憑
Chamber of Commerce	shang hui	商 會
Change, to	huan	換
Change (of condition)	chuan i	轉 移
Charges on	hsiang hsiang	餉 項
Charge, to	chih	值
Chart	t'u	圖
Chemist, a	yao shui ch'ang	葯 水 廠
Circulate, to	san	散
Circumstances, the	ch'ing hsing	情 形
Circumspect	shên chung	愼 重
Clause, a	tiao k'uan	條 款
Clear	ming ch'io	明 確
,,	hsiang hsi	詳 細
,,	ming hsi	明 晰
Clothing,	i	衣
,, cotton	mien i	棉 衣
Coffin wood	shou pan	壽 板
Coin, to	ku chu	鼓 鑄

Collect, to	chi hsün	集訊
Collide, to	p'êng	碰
Collision, a	chuang p'êng	撞碰
Colour, a	sê	色
Come, to	lai	來
Come here, to	lai tz'ŭ	來此
Comment on, to	sui chu	隨註
Commissioner, a	shui wu ssŭ	稅務司
Committee, a	tung shih	董事
Communicate, to (by despatch)	(See Despatch, S.E.)	
Communicate, to (by letter)	(See Letter, S.E.)	
Comparative	chiao	較
,,	chiao wei	較爲
Compare, to	chi ho	稽核
Compassionate	hsü	卹
Compensate, to	p'ei ch'ang	賠償
Complete, to	chün	竣
,,	wei chih	爲止
,,	ch'êng	成
Compromise, to	t'ung yung	通融
Conceal, to	chia tai	夾帶
Concern, to	shê	涉
Concerning	kuan hsi	關係
Concession, a	chieh	界
Condition, a	ch'ing hsing	情形
Condition of life (circumstances)	ching k'uang	景況
Condition, the (rank in life)	shên fên	身分
Conduct, to S.E.	pan li	辦理
Congratulations, to offer	t'ai tuan	台端
Congratulations, the	kung ho	恭賀
Connected with	hsi shu	係屬
Consequent	têng yu	等由
Consecutive	hsiang chi	相繼
Consider, to	cho to	酌奪
,, ,,	liang	諒
Consult together, to	hui i	會議
,, ,,	hs'ün	詢
Consumption, the	hsiao shou	銷售
Continue, to	lo i	絡繹
Constant	ch'ang jih	常日
Continuous	pu chüeh	不絕
,,	hsü	續

Contrary, on the	fou tsê	否則
Convenient	pien chieh	便捷
Convenient as possible	pien tang	便當
Convey, to	yün	運
Co-operation, the	chao chi	招集
Correct	kên ch'êng	更正
Court, Mixed	(See Mixed)	
Copy, to	chao lu	鈔錄
Copy out, to	ch'ao ch'u	鈔出
Corrupt	ts'an	殘
Country's	kuo chih	國之
Crime, to involve one's self in	tzŭ hsien yü tsui	自陷於罪
Customs, the	hsin kuan	新關
Damage	sun huai	損壞
Danger	yü	虞
,,	ai	碍
,,	wei hsien	危險
Dangerous	wei hsien	危險
Daughter, a	nü	女
Dead	ku	故
Deal with, to	pan li	辦理
Decay, to	shuai	衰
Decide, to	tuan	斷
Declare cargo, to	pao ming	報明
Deduct, to	k'ou ch'u	扣除
Deep	shên	深
Deficient	huang chien	荒歉
Degree, of the highest	chien yu	兼優
Delay, to	ch'ih yen	遲延
,,	liu nan	留難
Depend, to	chieh	藉
,, upon, to	lai	賴
Depreciate, to	tieh chia	跌價
Depute officers, to	p'ai yüan	派員
Deputy, a	yüan	員
Desire, to	yü	欲
Despatch, to write a	tzŭ	咨
,, the above	yu chao hui	右照會
,, I beg to address by	chao hui	照會
Despatch, I have the honour to address by	shên	申

Despatch, a collective	lien hsien chao hui	連衙照會
,, ,, ,,	hui hsien chao hui	會衙照會
,, to instruct a subordinate by	ling	令
,, I beg to reply by	chao fu	照復
,, I have the honour to reply by	shên fu	申復
,, to request by	i ch'ing	移請
,, I therefore send this	k'o yeh tz'ŭ chao	可也此照
,, stating that	tzŭ k'ai	咨開
,, ,, ,,	wên ch'êng	文稱
,, a supplementary	hsü ch'êng	續稱
,, to	yün sung	運送
Detain, to	k'ou liu	扣留
,,	chieh liu	截留
,,	k'an kuan	看管
Direct, to	(See Instruct)	
,, order, to	yü ch'ih	諭飭
Disburse, to	k'ai chih	開支
Discharge, to (a servant)	ts'ai	裁
,, cargo, to	ch'i hsieh	起卸
Discuss, to	lun chi	論及
Disobey, to	ku wei	故違
Dissatisfied	pu hsia	不愜
Distress	tsai	灾
,,	k'u lei pu k'an	苦累不堪
Distribute, to	san fang	散放
District, Commissioner's, a	chieh chih	節制
Distracted	ch'ang k'uang	猖狂
Distrustful	hu i	狐疑
Dock, a	wu	塢
Document, a	chê	摺
Doyen, the	ling hsiu	領袖
Down	hsia	下
Draw up, to	ting li	訂立
Drown, to	yen pi	淹斃
Drug, to	yao ssŭ	藥死
Duly, therefore	ho chiu	合就
Duty-free	mien shui	免稅
Dutiable	wan shui	完稅
Duty bound, as in	hsiang ying	相應
,, ,, ,, ,,	chuan ch'êng	諴

Duty, whereupon it will be my	chi yu	卽由
Each, all	ko	各
Each other	hsiang	相
Earlier	chiao tsao	較早
Earnest	yin	殷
,,	jên chên	認眞
Easy-minded	an hsin	安心
Either, or	huo	或
Enable, to	pei	俾
Enclosed, my card is	ming ling chü	名另具
,, herewith	fu ch'ü	附去
,, there is	fu yu	附有
Enquire, to	hsün	詢
,, into, to	t'i ch'a	體察
En route	yen t'u	沿途
Epidemic, an	i chêng	疫症
Establish, to	shê	設
,, must	ying li	應立
Established precedent, an	an chü	案據
Estimate, to	ku	估
,,	yen ku	驗估
Even if	chi	卽
Evil	o	惡
Evident	hsien	顯
Examine, to	ho	核
,,	chien	鑒
,,	ch'a ming	查明
,, cargo, to	ch'a yen	查驗
,, and investigate, to	ch'a hsün	查詢
,, and investigate, to	ch'a wên	查問
,, and look into, to	ch'a hsi	查悉
,, and prohibit, to	ch'a chin	查禁
,, ,, ,,	chiu chin	究禁
,, and take note of	ch'a chao	查照
Exceed, to	i ch'u	溢出
,,	yü	逾
Except	ch'u	除
Excess	yü	餘
Experience	lao ch'êng lien ta	老成練達
Experienced	shu	熟
Export, to	yün ch'u k'ou	運出口
Extent, to a certain	jêng shao	仍稍

Fall dead, to	pi	斃
False	chia	假
Family	chia	家
,,	chüan shu	眷屬
Fault	kuo shih	過失
Fear	chü	懼
Filature	chih tsao	織造
Finally	chiu	究
,,	shou wei	收尾
Find, to	ko chi	可稽
Find out, to	k'an ming	勘明
Fine, to	fa yin	罰銀
Firewood	p'i ch'ai	劈柴
Firm	chien	堅
Five per cent	mei pai chou wu	每百抽五
Fix, to	ting	定
Flour	mien fên	麵粉
For, instead of	t'i tai	替代
For, to do it for	tai	代
Forbid, to	chin	禁
Foreign	wai	外
Foreign Powers	wai kuo	外國
Forgive, to	k'uan tai	寬貸
Form	(See Table)	
Former	hsien ching	先經
Forthwith	sui shih	隨時
Forward, to	ch'uan sung	傳送
,, ,,	fu	赴
,, ,,	tsai yün	載運
,, ,,	chieh	解
Free, to set	shih	釋
Frequent	ch'ang kuan	常慣
From	yu	由
Funds, to raise	ch'ou	籌
Gain a living, to	mou shêng	謀生
Gang-plank, a	t'iao pan	跳板
Generally	ta chiao	大較
Gentry, the	shên	紳
Get, to	chiang	將
Get to, to	ti	抵
Ghost, a	kuei	鬼
Give, to	tz'ŭ	賜

Give back, to	chiao hui	繳	回
Glance at, to	p'ieh chien	瞥	見
Go, to	wang	往	
Go-between, a	chü chien	居	間
Godown, a	huo chan	貨	棧
Good	shan	善	
,,	hao	好	
Government, the	chêng fu	政	府
,,	chêng chih	政	治
,,	kuo chêng	國	政
Gradual	chien	漸	
Grant, to	yü	予	
,,	chun yü	准	予
Great	to	多	
Guarantee, to	pao	保	
Guess, to	ch'uai mo	揣	摩
Gun, a	ch'iang	槍	
Hand over, to	chi t'ou	賫	投
,, ,, ,,	chiao	繳	
,, ,, ,,	i chiao	移	交
,, ,, ,, (to a superior)	chieh chiao	解	交
Happen, to	chih	值	
,, ,,	tsao	遭	
Hastily, Ill-considered	ts'ang ts'u	倉	卒
Hasty	chê jan	輒	然
,,	ch'ung ch'ung	忽	忽
He	ch'i	其	
Hear, to	wên	聞	
Helmsman, a	to kung	舵	工
Help, to,	chu	助	
,, ,,	hsiang li	襄	理
Hesitate, to	i	疑	
Hindrance, a	ai	碍	
Hindrance to, to be a	chih ai	窒	碍
Hire, to	ku ting	僱	定
His	ch'i	其	
Hold, to	chih	執	
Home, the	chia	家	
Honest	an fên	安	分
Honourable (to equals) S.E.	kuei	貴	
Honourable (to superiors—covers Board and its instructions) S.E.	chün	鈞	

Honour, your		tai tuan	台端
Hope, to	S.E.	wang	望
,, ,,	S.E.	chi hsi	卽希
,, ,, earnestly	S.E.	p'an wang	盼望
,, ,, and pray for	S.E.	p'an tao	盼禱
,, ,, that you will at once	S.E.	wang chi	望卽
,, ,, and also	S.E.	ping wang	並望
Houses of Parliament, the			
Upper		shang i yüan	上議院
Lower		hsia i yüan	下議院
How?		chü liao	詎料
How?		ho	何
How? Indeed		chü	詎
How?		yen	焉
How can		ho k'ô	曷克
However		suï jan	雖然
Humble		li	遽
,,		k'ou	叩
Hurried		ts'ui	催
Hurry, to		pi	逼
,, to		yen ts'ui	嚴催
,, greatly, to		chia chin	加緊
I		pên	本
I		wu	吾
I (from inferior)		p'ei chih	卑職
If		t'ang	倘
,,		ju kuo	如果
,,		ju	如
If by any chance		wan i	萬一
If; supposing that		chia ju	假如
Ill-usage		shou ch'iung	受窘
Immediate		li kê	立刻
Implore, to		k'ên	懇
Important		chin yao	緊要
Improbable		nan hsin	難信
In		li	裏
,,		nei	內
,,		yü	於
In full		ju shu	如數
In future		chiang lai	將來
,, ,,		ssŭ hou	嗣後
In order to		i p'ing	以憑

In order to		shu	庶
In the event of		yü yu	遇有
Inconvenient		wei pien	未便
Inconvenience, to		chih chou	掣肘
Increase, to		t'ien	添
,,		chia chi	加給
Indignation		fên	忿
Industrious		ch'in li	勤力
Inexcusable		nan yung	難容
Infect, to		chih ping	致病
Inform, to		t'ung chih	通知
Informed, to be (Passive)		wên chih	聞之
Inform, I beg to	S.E.	ching ch'i chê	謹啟者
,, I have the honour to	S.E.	ching ch'i chê	敬啟者
,, by letter, to		(See Letter)	
,, necessarily, to		yung tê pu wên	用特布聞
,, specially (to a superior)		chuan tz'u fêng pu	專此奉布
Information, this is for your		tz'ŭ pu	此布
Informed on every subject, to seek to be		ch'êng hsün ko chieh	承詢各節
Injure, to		hai	害
Ink		mo	墨
Inland waters		nei chiang	內港
Instead of		(See For)	
Instruct, to		hsi	檄
,,		yü	諭
,, oneself, to (reflexive)		chih	知
,, a third person, to		chuan ch'ih	轉飭
,, to		ch'ih ling	飭令
,, beg you to		hsi ch'ih	希飭
,, one to carry out, to		ch'üan pan	傳辦
,, a subordinate by Despatch, to		(See Despatch)	
Instruct, to (i.e. to direct)		fa hsia	發下
Instructions, the necessary (to a subordinate)		hsü chih cha chê	須至劄者
Instructions to be noted, forwarding		chuan ch'ih chih chao	轉飭知照
Instructions to be passed on, ordering		yü ling ch'uan chih	諭令傳知
Instructions received from a superior		fêng yü	奉諭
Instructions, to look forward to receipt of		wang shih	望示

Instructions, on the receipt of your	fêng tz'ŭ	奉此
Intend, to	yü	欲
Inter, to	mai tsang	埋葬
Interest, financial	ch'ai hsi	拆息
,, ,,	ch'üan li	權利
Intimate, to be	shu	熟
Investigate, to	kán	勘
,,	pán wên	盤問
,,	hsün	詢
,, and arrange, to	hô ming pan li	核明辦理
,, and look into, to	ch'a shih	查視
,, with consideration, to	t'i ch'a	體察
Invite, to	yao	邀
Irregular	wei ch'ang	未常
Is	hsi	係
Is it not really?	pu ch'êng	不誠
Is this so?	yu chu	有諸
Isolated	ling hsing	另行
Issue, to	chiao chi	交給
,,	chi yü	給予
,,	fa	發
,, of, to request	ch'ing ho fa	請核發
It	ch'i	其
Jump, to	t'ou	投
Junk, a	shih po	市舶
Just now	ch'ing	頃
Just	kung p'ing	公平
Justice	kung i	公義
Justly	ping kung	秉公
,,	kung p'ing	公平
,,	kung jan	公然
Kidnap, to	kuai tai	拐帶
Kindly, please	fan wei	煩爲
Know, to	chih	知
Land, to	chi an	起岸
Last time (formerly)	chien t'zŭ	前次
Laws and Regulations, the	tsê li	則例
Lead, to	so	率
Leakage, a	lou chih	漏卮
Learn, to	hsüeh hsi	學習
Leave, to	li	離
Less	k'ou ch'u	扣除

Letter, to have received a	ch'êng han	呈函
,, is requested, a reply to	chien fu	見復
,, I beg to reply to Your	ching fu chê	逕復者
,, I have the honour to reply to Your	ching fu chê	敬復者
,, postscript to	tsai pi	再筆
,, a necessary reply by	hsiang ying han fu	相應函復
,, stating that	han ch'êng	函稱
,, complimentary ending of	tz'ŭ sung jih chih	此頌日祉
,, to forward an inclosure in	fu sung	附送
,, to inform by	han chih	函致
,, to take note of, your	tê hsi	得悉
Letters, to open and transact business of	tai ch'ai tai hsing	代拆代行
Levy, to	chou	抽
Life, to save	chêng chiu	拯救
Likin office	li chü	釐局
Limit, to	hsien	限
List, a	lieh	列
Live upon, to	liao shêng	聊生
Livelihood, means of	yang ming chih yüan	養命之源
Livelihood, a	shêng ming	生命
Long	ch'ang	長
Long in time	chiu	久
Look, to	shih	視
Lose, to	shih	失
Lose capital, to	(See Capital)	
Loved and respected	k'o ai k'o ching	可愛可敬
Lower, to	p'ing chien	平減
Lucky (happily)	wan hsing	萬幸
Make, to	tsao	造
Mistakes, to make	ts'o wu	錯誤
Maintain, to	wei ch'ih	維持
Malpractice, a	ch'ing pi	情弊
Manage, to	pan li	辦理
,, ,, (look after)	chao liao	照料
Manufactory, a	ch'ang	廠
Many, very	to	多
Matter (with reference to the)	i shih	一事
Me	pên	本

Means (of livelihood)	(See Livelihood)	
Means, the	fang fa	方法
Meet, to	yü	遇
,, ,,	hsiang chien	相見
Mention, to	shêng ming	聲明
Merchants, the	shang jên	商人
Merit, a	kung	功
Minister, a	ch'ên hsia	臣下
,, a	chung t'ang	中堂
,, (foreign diplomat)	shih	使
Ministry, the	chih jên	職任
Mint, to	chu	鑄
Minute	hsi	悉
,,	yen	研
Mistake, a	wu	誤
Misunderstanding, a	wu hui	誤會
Mixed Court, the	hui shên	會審
Monopolise, to	pao lan	包攬
Moreover	k'uang ch'ieh	況且
,,	mo fei	莫非
Much, very	ku to	固多
Multitude, a	pai hsing	百姓
Munitions, the	chün hsieh	軍械
Must	pi hsü	必須
Mutual	chiao	交
,,	chiao shê	交涉
Name, a	ming	名
National	kuo	國
Natural	tien jan	天然
Near	chin	近
Necessary	pi hsü	必須
,,	hsü	須
,,	hsü yung	需用
,,	yung t'ê	用特
New	hsin hsien	新鮮
New Year's Time	nien kuan	年關
New Year's Day	yüan tan	元旦
Nominate, to	mu	募
Note, a	(See Letter)	
Note of, to take	(See Letter)	
Notwithstanding	sui jan	雖然

Numeratives: Animals, Birds, etc.	chih	隻
Boards, Examinations, etc.	k'o	科
Books	ts'ê	冊
Cheques, etc.	chih	紙
Letters, etc.	fêng	封
Roads and long distances	t'iao	條
Ships, etc.	sao	艘
Oar, an	lü chih	櫓 枝
Obedient	shun	順
Obey, to	tsun chao	遵 照
,,	tsun	遵
Objection, an	fang ai	妨 碍
Observe, to	kuan shih	觀 視
Obstruct, to	tsu tuan	阻 斷
,,	liu nan	留 難
Obvious	shao jan	灼 然
Of	chih	之
Offence, an	ch'ing chieh	情 節
Offer, to	ti	遞
Office, an	chih ch'ang	職 掌
Official	kuan	官
,, residence	jên so	任 所
Oil tank, an	yu ch'ih	油 池
On	shang	上
,,	yü	於
On account of	chih yin	之 因
One after the other	chieh wei chih lien	接 尾 直 連
On the same day	chi jih	卽 日
One and all	i ping	一 併
Only	wei	惟
,,	chih	祇
,,	tu	獨
Opinion is, my humble	ch'ieh ch'a	竊 查
,, to obtain your	chieh hsia	接 洽
,, the same (lit. in a breath)	i ch'i	一 氣
Opium	ya pien	鴉 片
Opportune	shun shih	順 時
Orders, to give	chuan yü	轉 諭
,, to give verbal	ch'uan yü	傳 諭
,, for guidance for, to give	ch'ih tsun	飭 遵
,, of Government	chêng ling	政 令

Origin, the place of		lai li	來歷
Originally		yüan lai	原來
Particulars, the		hsiang hsi	詳細
Pass, to		kuo	過
Pass on, to		ho chuan	核轉
Pass through, to		ta	達
Patient, to be		jên nai	忍耐
Pattern, a		shih yang	式樣
Pay, to		t'ou na	投納
Pay duty, to		wan shui	完稅
Penetrate, to		ta	達
Perfect		ch'êng	成
Permit, to		chun yü	准予
People, the		pai hsing	百姓
,,		hsia min	下民
Petition, to		ping	稟
Place, to		fang	放
,, a		ti	地
,,		ch'u	處
Placard, to		chan	粘
,,		fên t'ieh	分貼
Plague, the		i	疫
Plan, a		t'u	圖
Plank, a		pan liao	板料
,, (gang), a		t'iao pan	簰板
Please, kindly	S.E.	wei ho	爲荷
,, ,,	S.E.	shih ho	是荷
,, find out and reply	S.E.	ch'ing ho fu	請核覆
,, instruct		(See Instruct)	
,, look into the matter immediately	S.E.	chi hsi ch'a chao	卽希查照
Ply, to		wang lai	往來
Poison, a		tu yao	毒藥
Pole, a		chu	柱
Pompous		ang	昂
Pontoon, a		fu ch'iao ch'uan	浮橋船
Port, a caro-		huo ts'ang mên k'ou	貨艙門口
Port, a Treaty-		tung shang k'ou	通商口
Possible		nêng	能
Post, to select for a		hsüan	選
Precedent, a		an chü	案據

Prepare, to		yü pei	預備
Present a case, to		an ch'êng	案呈
,, a		li wu	禮物
Present to (respectful)	S.E.	kung chin	恭進
Presume, to		huo wang	或望
Prevent, to		tu	杜
Prime Minister, the		tsai hsiang	宰相
Probable		ta yo	大約
Proceed, to		yün	運
Proclaim, to		pu kao	佈告
Proclamation, a prohibitive		(See Prohibitive)	
Profit, a		li i	利益
Profound		shên	深
Prohibitive proclamation, a		chin pai	禁牌
,, ,,		chin shih	禁示
Proper		t'o	妥
Property		chan yeh	產業
Propose, to		i	擬
Prosperity		shêng	盛
,,		hsing lung	興隆
Provide, to		pei tzŭ	備資
Punctual		chieh shih	屆時
Punish, to		ch'êng pan	懲辦
Purchase, to		kou chi	購集
,,		ts'ai	採
,,		chih	置
,,		ts'ai pan	採辦
Quantity, a full		ju shu	如數
Quarantine Station, a		fang i kung so	防疫公所
,, Hospital, a		fang i yüan	防疫院
Question, to		wên	問
Quick		su	速
,,		fei su	飛速
,, as possible		hsün su	迅速
Quiet, to be		an hsin	安心
Quotation Marks, between Equals		têng yin	等因
,, ,, *re* Subordinates		têng yü	等語
,, ,, ,,		têng ch'ing	等情
Quote, to		yüan	援

Railway, a	t'ieh lu	鐵路
Raise funds, to	ho ch'ou	合籌
,, ,, and appropriate, to	ch'ou p'o	籌撥
Rapid	su	速
Read, to	yüeh	閱
Really	ch'eng tsê	誠則
Reasonable	shun li	順理
Recent	chin	近
Receive, to	shou ling	收領
,,	chun	准
,, now, to	ch'ing chan	頃展
,, from a superior	chü ling	具領
,, ,, ,, ,,	ling hsia	領下
,, ,, ,, ,, or an equal	chieh chun	接准
,, from a superior	chieh fêng	接奉
Receive, please (i.e., which I hope you will find in order)	an chun chi ch'i ch'a shou	案准即祈查收
Received, to have now	tzŭ chü	茲據
,, ,, ,,	ts'êng fêng	曾奉
Receipt of this, on	chü tz'ŭ	據此
,, ,, of your instructions	(See Instructions)	
Recognize, to	ch'êng jên	承認
Record, placed on	tsai an	在案
Recover from, to	yü	愈
Reference to the Archives, by	chüan ch'a	卷查
,, to a communication already placed on record	an chun	案准
,, to the statement that, with	chü yün	據云
,, to, with	chih	至
Refund, to	huan	還
Refuse, to	t'ui tz'ŭ	推辭
Regard to, with	ch'a	查
Register a steamer, to	chü ts'ê	註冊
,, a document, to	k'ua hao	挂號
Relation, a	ch'in shu	親屬
,, of the deceased, a	shih ch'in	屍親
Release, to	fang hsing	放行
,, after examination of goods and payment of duty	wan shui ch'a yên fang hsing	完稅查驗放行
,, without examination	mien yên fang hsing	免驗放行
Reliable	wên lien	穩練
Rely on, to	p'ing i	憑以

Remedy, a	fa	法
Remit, to	chieh	解
,,	t'i	提
,,	po	撥
Remove, to	pan	搬
,,	p'an	盤
Repair, to	hsiu li	修 理
Repeated	lü lü	屢 屢
,,	lü tz'ŭ	屢 次
,,	wang wang	往 往
Reply please, to	chien fu	見 復
Report, to	pao ch'êng	報 稱
,, to a superior, to	ch'êng pao	呈 報
,, to a superior, to	hsiang ch'êng	詳 稱
,, ,, ,,	shên pao	申 報
,, ,, ,,	shên su	伸 訴
,, information received, to	chuan pao	轉 報
,, to forward a	chieh pao	解 報
Repository, a	ts'ai liao ch'u	材 料 處
Request verbally, to	shu ch'ing	囑 請
,,	ch'ing	請
,,	fan wei	煩 爲
,, to settle, to	ch'ing wei li	請 爲 理
Require, to	hsü	需
Residence, a	(See Official)	
Resist, to	wei k'ang	違 抗
Respect, to	kung ching	恭 敬
Respected and loved	k'o ai k'o ching	可 愛 可 敬
Responsible	tsê jên	責 任
Responsibility, a	shih wên	是 問
Rest, to	hsiu hsi	休 息
Restore, to	kuei ju	歸 入
Restriction, a	hsien chih	限 制
Retain, to	liu hsia	留 下
Retinue, a	sui tai chüan shu	隨 帶 眷 屬
Return, to	kuei ju	歸 入
Revise, to	ch'ung ting	重 訂
Revolver, a	shou ch'iang	手 鎗
Rice, common	hsien mi	秈 米
Rouse, may be able to	huo nêng t'i hsing	或 能 提 醒
Route, a	t'u ching	途 經
Ruin, to	shuai	衰

Rush towards, to	hêng ch'ung	橫衝
Safe	t'o	妥
Sail, to	shih	駛
,, to hoist	ta pêng	打篷
,, to set	hsing shih	行駛
,, to spread	yang p'êng	揚篷
Sailing vessel, a	fan ch'uan	帆船
Sailor, a	shui shou	水手
Salary, a	hsin tzŭ	薪資
Sale, a	shou	售
Same, the	t'ung	同
Satisfactory	t'o hsia	妥洽
,,	t'o i	妥議
Save life, to	(See Life)	
School equipment	i ch'i	儀器
Sea, the	hai	海
Seal, to	kai yin	蓋印
Secret	pi mi	秘密
See, to	mu chi	目擊
,, ,,	chien	見
See, to	kuan	觀
Seize, to	ch'ü ch'ü	取去
Select for, to	chien	檢
Select for the post, to	hsuan p'ai	選派
Self	tzŭ	自
,, evident	tzŭ ming	自明
Sell, to	pien chia	變價
,, at cost price, to	p'ing tiao	平糶
Send, to	fu	附
Servant, an official	chai i	差役
Settlement, a	tsŭ chieh	租界
Shame!	hsiu fên	羞憤
She	ch'i	其
Ship, to	chuang tsai	裝載
,, (steamer), a	lun ch'uan	輪船
Shipment, a	fu ta	附搭
Shore, to land on	chi an	起岸
Show, to	chao chang	昭彰
Shuttle, a	so	梭
Sick, to be	yu ping	有病
Sides, on both	liang p'ang	兩傍

Sign, to	ch'ien tzŭ	簽字
,,	hua	畫
Since	chi	既
,, ever	chi ching	既經
,, so far	li lai	歷來
Table statement, a	piao	表
Talk gossip, to	k'ou shêng	口聲
Take, to	chiang	將
Take away, to	pa ch'ü	拔去
,, ,,	ch'ê ch'ü	撤去
Talents	ts'ai tê	才德
Tariff, a	tsê	則
Tea, fired	hung k'ao	烘烤
Telegraph, to	tien	電
Temporary	chan	暫
,,	chan kê	暫刻
,,	chan hsing	暫行
That, of	ch'i	其
,, at	ch'i	其
,,	pi	彼
,,	shih	是
Theatrical	hsi	戲
Their	ch'i	其
Them	ch'i	其
,, they	t'a têng	他等
Then	tsê	則
,, it follows	jan hou	然後
Therefore	so i	所以
Think, to	nien	念
This	ch'i	其
,,	shih	是
,,	tz'ŭ	此
Thorough	yen	研
Through	ching yu	經由
Thus	ju tzŭ	如茲
,,	i	以
Tier, a	tieh k'ao	疊靠
Time, from time to	sui shih	隨時
,, at the	hou	候
To	chih	至
,,	tao	到

Together with	yü	與
Total	i t'i	一體
,,	kung	共
Tow, to	t'o	拖
Towards	hsiang	向
Trade	mao i	貿易
Trader, a	shang jên	商人
Transfer, to	tiao	調
Transmit, to	i chi	移給
,,	ho chuan	核轉
,, from an inferior	ch'êng sung	呈送
,, to a superior	fêng fa	奉發
,, (disease), to	yen chi	延及
Travel, to	ta tso	搭坐
,,	yu li	遊歷
Trouble, to	ping nao	拚鬧
,,	ch'êng huo	成禍
,, you, to	fan wei	煩爲
True	shih	實
,,	chên chêng	眞正
,,	ch'io i	確已
Trust, to	t'o	託
,,	(See Hope)	
Truth, the	shih shih	實事
Try, to	hsün	訊
Twice	liang tzŭ	兩次
Unanimous	ch'ün yüan	均願
Unceremonious	ch'ê	輒
Uncommon	fei ch'ang	非常
Understand, to	ming pai	明白
Unexpected	chü liao	詎料
Unhesitating	wu i	無疑
Uniform	kai t'ung	概同
,,	i ping	一併
Uniformity	hua i	一劃
United	lien lo	聯絡
Universal	p'u	普
,,	ch'ang	常
Unnecessary	wu yung	毋庸
Unsuccessful	ch'iung	窮
Unusual	fei ch'ang	非常

Up	shang	上
Upset, to	hsiang chêng	相爭
Urgent	chin	緊
Usage, ill-	shou ch'iung	受窘
Use, to	yung	用
,, as, to	chü wei	據爲
,, of, to make	ch'êng	乘
Useless	ts'an fei	殘廢
Usual	p'ing ch'ang	平常
Waist, a ship's	yao chi	腰際
Wait, to	ssŭ	俟
,,	t'ing hou	聽候
Wares	huo	貨
Warn, to	ching chieh	儆戒
Water	shui	水
Waters, inland	(See Inland)	
Way, a	t'u	途
We	wu jên	吾人
Weak	shuai jo	衰弱
Weiyuan, a	wei yüan	委員
What?	ho	何
What can be done?	ho ju êrh ju nêng ling	何如耳如能令
When?	ho shih	何時
,,	chih shih	之時
Whenever	mei yü	每遇
Where?	ho ch'u	何處
Where	so	所
Whereas	chü	據
,,	an ch'a	案查
Whereby?	ho i	何以
Whereby	so	所
Wherefore?	ho i	何以
Wherefore	so i	所以
Whether or not?	shih fou	是否
,, ,, ,,	k'o fou	可否
Which	chê	者
,, ?	ho	何
While it is early	chi tsao	及早
Who	chê	者
Why?	ho	何

Why?	ju ho	如何
,, ? or !	yü	歟
,, is this so?	yu chu	有諸
Wide	k'uan	寬
Winter, the	tung	冬
,, to pass the	kuo tung	過冬
With	yü	與
Within	nei	內
Without	wai	外
With regard to	wei	爲
Witness, a	jên chêng	人証
,, an eye	tsai ch'ang	在場
,, to	tso chêng	作証
Works, Board of	kung ch'êng chü	工程局
Workshop, a	ch'ang	廠
Write, to	shan	繕
,, to enquire, to	i hsün	移詢
Write, state, to	ch'êng	稱
,, therefore I	chuan tz'ŭ	專此
Yamên	ya mên	衙門
Year, a	nien	年
,, the New	kuo nien	過年
Yellow	huang	黃
Yet; again	jêng	仍
You, Sir	tsun ch'u	尊處
You, Your Honour	t'ai tuan	台端

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